

Sample Middle School or Junior High Counselor Job Description

Primary Function:

Provide a comprehensive counseling program for middle level or junior high students; consult with teachers, parents and staff to enhance their effectiveness in helping students; and provide support to other middle level or junior high educational programs.

Major Job Responsibilities:

1. Implement the middle level or junior high school guidance curriculum through delivery of classroom units and infusion in content areas;
2. Guide individuals and groups of students through the development of educational and career plans;
3. Counsel individuals and small groups of students toward social and emotional growth;
4. Consult with and train teachers, parents and staff regarding needs of middle level or junior high students;
5. Refer children with problems and their parents to special programs, specialists and outside agencies;
6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school;
7. Participate in and facilitate the intervention team process;
8. Plan and evaluate the counseling program; and
9. Pursue continuous professional growth.

Illustrative Key Duties:

1. **Implement the middle level or junior high school guidance program:** conduct developmental lessons in classroom settings in conjunction with teaching staff; consult with and be a resource person to teachers to facilitate the infusion of counseling content into the regular education curriculum.
2. **Guide individuals and groups of students through the development of educational and career plans:** provide orientation activities to incoming students; guide eighth graders in the development of their high school four-year plan; collaborate with elementary school counselors and high school counselors regarding pre-registration of incoming sixth graders and outgoing eighth graders; plan, coordinate, and assist in pre-registration; assist new students with course selection; coordinate career interest assessment administration and interpretation of results; coordinate career education activities.
3. **Counsel individuals and small groups of students toward social and emotional growth;** conduct structured, goal-oriented counseling sessions in systematic response to identify needs of individuals or groups of students-recurrent topics may include academic failure, child abuse, attendance problems, family issues, substance abuse, suicide prevention and intervention, behavior problems, peer problems, and pregnancy.
4. **Consult with and train teachers, parents and staff regarding needs of middle level or junior high students;** participate in staffing; conduct in-service programs for faculty; conduct conferences with teachers, parents, and students; conduct or provide opportunities for parent education programs; write articles for parent newsletters; assist families with school-related problems.
5. **Refer children with problems and their parents to special programs, specialists and outside agencies;** consult and coordinate with district and community specialists, such as school nurses, administrators, school psychologists, service agencies, and physicians.
6. **Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school;** contribute to individual and district goals for enhancing education; cooperate with other school staff in placing students with special needs in appropriate programs; evaluate students' schedules for appropriate placement; provide input and/or coordinate statewide test administration; act as an advocate for individuals or groups of students as system decisions are made.
7. **Participate in and facilitate the intervention team process;** assume an active role in designing, implementing, monitoring, and adjusting educational plans for individual students.
8. **Plan and evaluate the counseling program;** review the counseling program annually with other members of the counseling department staff; establish the counseling department master calendar and complete the annual program plan for the middle school or junior high school; and evaluate strategies as they are implemented.
9. **Pursue continuous professional growth.** attend district sponsored staff development offerings; join associations; read professional journals and contribute to professional

literature; attend relevant workshops and conferences sponsored by professional organizations; take post-graduate courses; conduct training for staff and other counselors.

Organizational Relationships:

The middle level or junior high school counselor is supervised by the district designee; works collaboratively with other counselors and counseling staff; and works cooperatively with other school and district staff.